



City of Greenbelt
APPLICATION FOR EMPLOYMENT

(301) 345-7203
TDD: (301) 474-1811

Mail to:

Personnel Office
25 Crescent Road
Greenbelt, MD.
20770-1886

Position Applied For: _____

1. Personal History

Name in Full (Last, First, Middle) _____

Current Address:

Street Address _____

Home Phone _____

Area Code _____

Number _____

City _____

State _____

Zip Code _____

Work Phone _____

Area Code _____

Number _____

Social Security No. _____ - _____ - _____

2. Education

A. High School

Name of High School or Issuer of GED	Address - City & State	Dates Attended		Graduate
		From	To	
				____ Yes
				____ No
Years Completed 1 2 3 4 5 6 7 8 9 10 11 12 (Circle Highest Grade)				

B. College or University

Name of College and Location	Subject		Years Attended		Degree Received
	Major	Minor	From	To	

C. Other Training

Name and Address of School	Study Specialization	From	To

List any special qualifications and skills or licenses you hold relevant to the position for which you are applying which are not covered elsewhere in this application.

3. Employment History

List last position first, include history of employment starting with your present or most recent position. Include all relevant paid, non-paid, volunteer, and military experience. List promotions as separate jobs.

Name and Address of Employer		Dates Employed		Salary/Earnings
		From: Month/Yr.	To: Month/Yr.	Starting \$_____ per_____ Ending \$_____ per_____
Exact title of your position	Name of Immediate Supervisor _____ Area Code _____ Number _____			Reason for Leaving

Description of work:				

Name and Address of Employer		Dates Employed		Salary/Earnings
		From: Month/Yr.	To: Month/Yr.	Starting \$_____ per_____ Ending \$_____ per_____
Exact title of your position	Name of Immediate Supervisor _____ Area Code _____ Number _____			Reason for Leaving

Description of work:				

Name and Address of Employer		Dates Employed		Salary/Earnings
		From: Month/Yr.	To: Month/Yr.	Starting \$_____ per_____ Ending \$_____ per_____
Exact title of your position	Name of Immediate Supervisor _____ Area Code _____ Number _____			Reason for Leaving

Description of work:				

Name and Address of Employer		Dates Employed		Salary/Earnings
		From: Month/Yr.	To: Month/Yr.	Starting \$_____ per_____ Ending \$_____ per_____
Exact title of your position	Name of Immediate Supervisor _____ Area Code _____ Number _____			Reason for Leaving

Description of work:				

4. Military Record

Have you ever served on active duty in the armed forces of the United States? ____ Yes ____ No

Branch of Military Service _____

Type of Discharge: _____ Basis: _____ Dates of Active Duty (Month, Day, Year)

From: _____ To: _____

Serial No. _____ Member of Reserve? ____ Yes ____ No

5. Court Record

Have you ever been convicted of any violation including traffic, but excluding parking ticket? ____ Yes ____ No. If "Yes", list all such matters regardless of disposition. **Conviction will not necessarily disqualify an applicant from employment.**

Date	Place and Department	Charge	Disposition	Details

6. Memberships in Organizations

Are you now, or have you ever been a member of any club, society, or organization? ____ Yes ____ No. If "Yes", list below.

Name	City and State	Former	Present	If Present, list position and extent of activity.

7. Relatives

Do you have any relatives employed by the City of Greenbelt? ____ Yes ____ No. If "Yes", list names and relationship.

Name(s)	Relationship

8. Drivers License

A. Do you have a valid driver's license? ____ Yes ____ No

State of issue _____ License Number(s) _____

B. Commercial License ____ A ____ B ____ C

C. Non-Commercial License ____ A ____ B ____ C

D. Passed Air Brakes Portion of Test? ____ Yes ____ No

9. References

Give three references (not relatives) who are adults who have known you well for at least 3 years.

Years Known	Complete Name (Last, First, Middle)	Indicate Business or Home Address	Telephone Number	Business or Occupation

10. Personal Declarations

1. Within the last five years, have you been fired for any reason? _____ Yes _____ No

If "Yes", give details on a separate sheet of paper and attach it to this application.

2. Within the last five years, have you quit a job after being notified that you would be fired? _____ Yes _____ No

If "Yes", give details on a separate sheet of paper and attach it to this application.

The following notice applies to everyone except applicants for law enforcement officer positions as defined by Article 27, Section 727, or any employee of any law enforcement agency of the State of Maryland, or any county, incorporated city or town, or other municipal corporation.

"UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.00.

NOTE: ALL APPLICANTS MUST **Attention: This section must be signed in order to be considered for any position.**
ACKNOWLEDGE THE NOTICE

ABOVE, BY SIGNATURE, ON THE FOLLOWING SPACE _____ **FAILURE TO SIGN**
COULD RESULT IN REJECTION OF THE APPLICATION.

NOTE: UNDER THE IMMIGRATION CONTROL ACT OF 1986, AN EMPLOYER IS REQUIRED TO HIRE ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS. APPLICANTS WHO ARE SELECTED FOR EMPLOYMENT WILL BE REQUIRED TO SHOW AND VERIFY AUTHORIZATION TO WORK IN THE UNITED STATES.

- A. I certify that every answer and statement that I have made in this application is true and complete to the best of my knowledge.
- B. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work.
- C. I authorize investigation of all statements contained in this application for employment. Because of this, are you aware of any information about yourself or any person with whom you are or have been closely associated which might tend to reflect unfavorably on your application, morals, character or ability? _____ Yes _____ No. If yes, please attach a separate piece of paper giving your version of these incidents.
- D. I understand that I may be required to submit to such job related examinations as may be required, produce documentation verifying identity and employment eligibility in the United States. I also understand that if employed by the City of Greenbelt I am required to serve a probationary period during which time my performance will be evaluated and I may be terminated if my conduct or performance is not fully satisfactory.

Applicant's Signature _____ Date _____

The City of Greenbelt considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status

Do Not Write Below this Line

Date Received _____ Application No. _____

Comments _____



AFFIRMATIVE ACTION DATA SURVEY

VOLUNTARY SURVEY

The City of Greenbelt has an Affirmative Action Program to ensure equal employment opportunity in its hiring practices. Applicants are considered for all positions without regard to race, color, religion, national origin, sex or age (except where sex or age is a bonafide occupational qualification), marital status, veteran status, or the presence of a non-job-related medical condition or disability. We are asking you to voluntarily help us monitor the effectiveness of our program by completing the affirmative action data below. This form will be filed separately from your application and the provided information will not be used to discriminate against you in any way.

Position Applied For _____ Date _____

Name _____
Last First Middle

Street Address _____

City _____ State _____ Zip Code _____

Sex: ☐ Male ☐ Female Birthdate _____
Month/Day/Year

Ethnic Origin (please check one)

- ☐ White (Not of Hispanic Origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- ☐ Black (Not of Hispanic Origin) All persons having origins in any of the Black racial groups of Africa.
- ☐ Hispanic All persons of Mexican, Puerto Rican, Cuban, or South Spanish culture or origin, regardless of race.
- ☐ Asian or Pacific Islander All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent, or the Pacific Islands.
- ☐ American Indian or Alaskan Native All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Disabled: ☐ Yes ☐ No

Describe disabling condition

Veteran of Vietnam Era 1962-1975 ☐ Yes ☐ No

How did you learn of the job for which you are applying?

☐ Walk-in ☐ Newspaper Advertisement _____
Name of paper

☐ From a City Employee ☐ Other _____